

North Mankato Taylor Library

Policies

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I. Mission and Goal Statements

The mission of the North Mankato Taylor Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

The general library goals of the North Mankato Taylor Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area materials, services and programs as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.

4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly the goals of the North Mankato Taylor Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve anyone who is in good standing at their local library. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. Patron Responsibilities and Conduct

Behavior

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights, privileges and safety of him/herself and of other patrons. If a patron creates a public nuisance they will be given one warning. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day. In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately or the police will be called. Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.

Safe Child

The library is a public building and all patrons, including minors, are welcome. However, at no time will the Library assume the responsibility of surrogate care provider for children in the Library. The Library is not responsible for the actions, supervision, or safety of a child or for guiding or monitoring a child's use of the Library.

All children under the age of 8 years of age must have a parent or caregiver present in the library at all times. A caregiver is defined as someone 14 years of age or older who has the mental and physical capacity to care for the child should an emergency arise. Caregivers must maintain direct visual supervision.

In the event a child under 8 years of age is left unattended for more than one hour, the staff will attempt to contact a parent, guardian or other care giver. If a parent, guardian, or care giver cannot be located within one half hour, the North Mankato Police will be called and the child

will be given into their custody. If unattended children under 18 years of age are left at the library for more than fifteen minutes after normal or weather-related library closings, the North Mankato Police will be called and the child will be given into their custody. Under no circumstances should Library staff drive a child to any location or leave a child alone outside the building after closing.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours that best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

Refer to the Minnesota Library Trustee Manual, and North Mankato Taylor Library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

The North Mankato Taylor Library encourages each library trustee to take advantage of training opportunities for trustees. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the North Mankato Taylor Library. The library staff will provide the means of organizing volunteers through the use of a Volunteer Application, which will be updated yearly. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the North Mankato Taylor Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the North Mankato Taylor Library Board of Trustees. This responsibility may be shared with other members of the library staff. However, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
 - f. local interest

2. Reviews are a major source of information about new materials. The primary source(s) of reviews is are Publishers Weekly, School Library Journal, Minneapolis Tribune book review section, numerous individual lists of a special nature, publisher's catalogs, award winners, etc.

3. The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

4. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the North Mankato Taylor Library agrees to lend its materials to other libraries through the same interlibrary loan network, and have its current holdings listed in a catalog that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection, which are applied to purchased materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. The director will make book selection if no specific book is requested. The North Mankato Taylor Library encourages and appreciates gifts and donations.

Due to space limitations, only one bag or box of books can be accepted at a time.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Collection Maintenance

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Systematic removal from the collection of materials out-dated in factual content or physically in need of replacement is essential in maintaining the quality of the resources available for use. However, materials of sound factual authority and/or literary worth will not be removed because of doctrinal disapproval.

This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The North Mankato Taylor Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form (appendix) which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the North Mankato Taylor Library Board of Trustees.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Only North Mankato residents may receive a North Mankato library card. Blue Earth County and St. Peter residents may apply for and receive a library card for their home library which will also be entered into the North Mankato patron database. Residents of all other communities in the Traverse des Sioux region must get a card at their home library which can then be entered into the North Mankato patron database. Library cards from outside the region will be entered into the patron database as a reciprocal patron.

Staff will call the Blue Earth County Library to verify that everyone seeking a new library card is in good standing and doesn't already possess a card. Each patron should have only one card. Should a fine exist at another library, that fine will be noted on the patron record in the North Mankato database and that patron will not be allowed to checkout materials until the fine is paid.

Patrons must fill out a North Mankato Taylor Library or Traverse des Sioux application form (for Blue Earth County and St. Peter residents) to register for a new library card. Identification is required to obtain a card. A driver's license or student ID with current address is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after three years in order to verify contact information. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

Some online services of the library may not be available to non-North Mankato card holders due to contract restrictions.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. Replacement cards are \$1.00.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library. A driver's license or some other formal I.D. must be presented before any staff member can retrieve a library card number electronically. This is to confirm the identification of the patron.

C. Loan periods

- All materials may be borrowed for 3 weeks with the exception of items listed below. They may be renewed once if there is no waiting list.
- DVDs may be checked out for one week and may be renewed once if there is no waiting list.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans are due the date indicated by the lending library.
- Current issues of periodicals do not circulate.
- Non-current periodicals may be checked out for three weeks and may not be renewed.
- The loan period for Book Club Bags is six weeks.
- The loan period for all bookmobile items is two weeks.
- Children under 16 years old cannot check out R-rated videos/DVDs unless noted by a parent that it is okay by using the Library Card Note Request Form.
- The director reserves the right to make individualized loan policies for patrons who are negligent in returning items or have otherwise proven to be unreliable library users.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

Patrons may borrow 50 items at one time. Only 5 DVDs may be checked out by a family at one time.

D. Reserves

Reserves or holds may be placed by patrons either in person, over the phone, or by e-mail. Staff will notify patrons when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

There are no fines for overdue materials. A first notice is sent one week after the material is due. If the material is not returned within the next seven days after the initial notice, a second notice will be sent followed by a bill for the cost of replacement. Patrons with items that are long overdue and being billed to their card will be denied borrowing privileges until all billed materials are returned or paid for.

Patrons with bills have the option to pay list price for the item or provide a brand new copy of the item in the format that is to be replaced. (Ex. Hardcover must be replaced with new hardcover.)

Once an item is paid for, there will be no refunds given if the item is found by the patron.

Fines incurred at other regional libraries may be paid at this location. Said library will be notified of the payment so that their records can be updated. Payments of \$5.00 and over are forwarded to the library where the fine was incurred.

All fines are abated when the overdue item is returned to the library.

F. Damaged materials

If materials are damaged beyond moderate repair and are judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower. The patron may choose to keep the item when it has been paid for.

G. Confidentiality

As specified in Minnesota Statute 13.40, subdivision 2: " Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

- 1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials: or
- 2) data in applications for borrower cards, other than the name of the borrower.

- 3) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserve materials may be released only to the patron.

The North Mankato Taylor Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users. Any inquiries for patron information from law enforcement will be referred to the library director.

H. Minors' Data Privacy

Based on the North Mankato City Attorney's interpretation of a Minnesota Department of Administration opinion, we will release the titles of items checked out on a minor children's card to their parents.

X. Reference Service Policy

The North Mankato Taylor Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone or email);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- will refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Staff will endeavor to work with other community agencies and program providers to provide the highest quality, most diverse experiences possible.

Programming includes such activities as storytimes, summer library reading programs, speakers, and book or author discussion groups for all ages.

XII. Public Relations Policy

A. Public relations goals of the North Mankato Taylor Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- To promote active participation in the varied services offered by the library to people of all ages.

B. The library board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director and staff will be available to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

XIII. Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Patron may use the computers for longer than 30 minutes if there is no one else waiting. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printing is charged at a cost of \$.25/page. Patrons pay for copies at the circulation desk.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.25 per page. Patrons must pay for copies at the check out and information desk. There will be signage informing copy machine users of the restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Faxing service is available for patrons at the following cost per page:

Incoming: \$1.00/page

Outgoing: \$2.00 for 1st page, \$1.00/page for additional pages

XIV. Internet Use Policy

The North Mankato Taylor Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons, however, this service may be restricted at any time for use not consistent with the guidelines.

A password protected wi-fi connection is provided so that patrons may use their own laptops to access the Internet within the library. Access to the current password is available at the circulation desk.

As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The North Mankato Taylor Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment.

Filtering software is used to limit access to some web sites due to content in accordance with Minnesota Statute 134.5. This is not a guarantee that all potentially offensive sites are blocked. Access to filtered sites will be taken on a case-by-case basis at the discretion of the librarian based on legitimacy of need. To request unfiltered access, the patron must be 18 years of age or older or be accompanied by a parent or guardian.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Unacceptable Uses include but are not limited to the following:

- Use of the resources for any purpose that violates federal, state or local laws
- Harassment of others
- Libeling or slandering others
- Destruction of or damage to equipment, software, or data belonging to the library or other users
- Disruption or unauthorized monitoring of electronic communications, including excessive use of the Library's Internet capacity
- Infringement upon the rights and privacy of others
- Unauthorized use of computer accounts or access codes
- Unauthorized copying of copyright-protected material
- Unauthorized disclosure, use, or dissemination of personal information regarding minors

- Downloading of external applications to the hard drive of the public access computers. However, temporary saving of personal files to the hard drive is permitted
- Intentional interference with or circumvention of normal operation of Library technology

Warnings:

The Internet is a decentralized, unmediated global network. The Library is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service that will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
- Internet use is offered in thirty minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can continue their session until such time as the computer is needed by another patron.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. They will not use the Internet for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters
- Materials may be printed from computers at a cost of \$.25/page.

- The North Mankato Taylor Library's Board of Trustees and employees assume no responsibility for damages of any type arising from the use of the computer workstations.

XV. Test Proctoring

Distance Learning and Correspondence Courses are increasingly popular methods of obtaining advanced education, and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The North Mankato Taylor Library agrees to cooperate with institutions of higher learning in providing exam proctoring services for North Mankato residents as a courtesy to support their lifelong learning goals. This service is subject to the availability of authorized staff. Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered. If a proctoring exam has been scheduled, but no staff is available to administer it, the appointment will be cancelled or rescheduled. Exams will be proctored only during regular hours of business.

Charges and Costs

The Library will not charge for providing proctoring services. However, the student is responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates). Payment of costs is due prior to the time of the exam.

These guidelines help to insure the integrity of the testing process and equal treatment for all those taking the examinations.

The Library will:

Receive tests for students, provide a librarian to set up the exam situation and sign the appropriate paperwork. However, it is the student's responsibility to contact the library to verify receipt of the test. Examinations should be sent to the library in a sealed envelope.

- If a student is taking an online exam, they will be able to use a computer for the length of time stipulated in the exam. Lengthy exams need to be scheduled in advance. The student must be in good standing with the library to use the computer
- Accept the receipt of examinations via email. Students will be provided with the library email address after contacting the library to arrange proctoring.
- Exams must be taken during regular library hours. Proctoring is not available on Sundays, and unscheduled exams will not be accommodated.
- Make student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted).
- Send the completed examination back to the institution through the US Postal Service, with a prepaid envelope.
- The library will hold tests for thirty days or the test's stated deadline. If the student does not pick up the test by that time, the test will be shredded.
- Refuse to proctor any exam too burdensome or exacting in its demands.

The Library cannot:

- Provide a locked or secure place for the test.
- Provide a quiet study room for test taking.
- Provide a librarian who will constantly watch the student one on one who is taking the exam. We will only periodically check on the student.
- Provide proctoring for large groups of students.
- Mail the completed exam at times other than the regular library mailing.
- Arrange for courier or delivery pickup of completed exams.
- Be responsible for completed exams that have gone astray in the postal system.
- Permanently keep copies of completed exams.

The student will:

- Call the library to verify receipt of the examination.
- Provide a valid Driver's license or ID for verification of identity or the test cannot be proctored.
- Provide one week notice in scheduling an exam.
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
- Come prepared with the necessary or required supplies to take the examination.
- Provide postpaid envelope in the event that the institution has not enclosed a return envelope.
- Allow sufficient return time for the normal library mailing.

XVI. Meeting Room

The purpose of the library's meeting room is to provide space for library programs and events and to fulfill the library's role as a community center where the public can attend informational, educational, and cultural events. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

General Guidelines

- The library meeting room may be scheduled in person, by phone or by email.
- There is no charge for the library meeting room.
- The meeting room seats 12-15.
- No admission, collection or donations may be taken.

Business & Commercial Groups

- The meeting room is not available for the sale of merchandise, for solicitation of later sales, or for order placement.
- Information programs by organizations that could obtain financial gain through contacts with attendees are not allowed.

Political and Fundraising Groups

- Forums or informational meetings for potential elected officials are allowed.
- No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.
- Fundraising of any kind is expressly prohibited.

XVII. Displays and Exhibits Policy

As an educational and cultural institution, the North Mankato Taylor Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of art work, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. Open wall areas are available to the public for display. The library reserves the right to decline any applications found wanting for reasons of artistic refinement or limited redeeming cultural or educational value, and is the sole authority on when and how exhibits are to be mounted. Exhibit space will not be provided to individuals or organizations whose main objective is to promote political or partisan points of view which are, or may be reasonably construed to be, patently offensive to other groups. The director shall accept or reject material offered based on its suitability and availability.

Artists will coordinate with the volunteer Art Exhibit Coordinator for scheduling and hanging of their exhibit. Exhibitors are responsible for pick up and delivery of their art and materials unless otherwise specified.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. The exhibitor must sign a release before any artifact can be placed in the library. An example of the release is in the Appendix.

XVIII. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly. The library will not be responsible for returning materials.

XVIII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 then clear the building. Investigate the situation to determine location and extent of the fire. If the fire can obviously be

contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled leave the building immediately.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If the municipality initiates a fire drill, library staff should respect those training exercises and respond as they would in the case of a real fire.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff should use their own judgement to do what is prudent and reasonable.

The Rescue Squad/Police **911** should be called *immediately* in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be

- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Snow storms

The Library will follow the recommendation and actions of the city between 8:00 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

Tornadoes

At the first signal of a tornado all patrons will move to the library basement. Adults may be free to leave if they so choose. Children will be required to stay unless their parents come to pick them up. Children may *not* telephone for a ride. Patrons and staff will stay in the basement until the imminent danger is passed according to the radio.

XX. Revision of Library Policies

The preceding statements of North Mankato Taylor Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

North Mankato Taylor Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

- Book
- Audio-visual Resource
- Magazine
- Content of Library Program
- Newspaper
- Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?

2. To what do you object? Please be as specific as possible.

3. Have you read or listened or viewed the entire content? If not, what parts?

4. What do you feel the effect of the material might be?

5. For what age group would you recommend this material?

6. In its place, what material of equal or better quality would you recommend?

7. What do you want the library to do with this material?

8. Additional comments:

Display and Exhibit Release Form

North Mankato Taylor Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the North Mankato Taylor Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the North Mankato Taylor Library

During _____

Description of materials to be exhibited _____

Signature _____ Date _____

Address _____ Telephone _____

**Statement of Consent
Electronic Media**

I give the North Mankato Taylor Library permission to:

___ Take a photo of my artwork and post it on the library website, Facebook, Twitter and/or Instagram accounts for the purposes of publicizing the exhibit.

___ I would like the library to link my own website to the library's online publicity of my exhibit. My website is: _____

Signature _____ Date _____